# DEPARTMENT OF

# COMPUTER SCIENCE & APPLICATIONS

# CERTIFICATE COURSES

## Pingle Govt. College for Women (A), Waddepally

AUTONOMOUS

HANUMAKONDA -506370, TELANGANA

# CERTIFICATE COURSE

The greatest asset that any organization has is its people. Yet highly skilled technical talent in many fields is still scarce. Certificate courses try to play a role in assisting both organizations and individuals in the cultivation and recognition of professionals. It is essential in any professional endeavor to gain, maintain and document credible professional experience.

- **Enroll in the program**

  Certificate courses will review your experience, register you for the appropriate course(s) and you will select the course times that best fit your needs. Additionally, courses can be taken on-line or on-site.

- **Attend the course and take the exam**

  When you attend your first course, you have the opportunity to take your Professional Certification Exam. Immediately after the completion of the course. The exam tests your comprehension of each course objective and sub-objective, and your ability to apply the knowledge and skills you've acquired. Receive your exam results and Certification Certificate.

| S. No. | Nature of the Activity | Title of the Activity | Resource Persons | Duration | No. of Participants |
|---|---|---|---|---|---|
| 4 | Certificate Course | Fundamental computer Skills (FCS) | B. Swarnalatha<br>P. Prathibha<br>E. Sreedivi<br>T.Aruna | 30 hrs<br>( 07.11.2023 to 30.11.2023) | 80 |
| 3 | Certificate Course | Every Day EXCEL | T. Aruna<br>E. Maneesha<br>B. Swarnalatha<br>P. Prathibha | 30 hrs<br>08-02-2023 to 18-03-2023 | 73 |
| 2 | Certificate Course | Web Designing | B. Swarnalatha<br>T. Aruna<br>P. Prathibha | 30 hrs<br>07-04-2022<br>To<br>05-05-2022 | 134 |
| 1 | Certificate Course | WORD PROCESSING | T. Aruna<br>P. Prathibha<br>B. Swarnalatha | 30 hrs<br>08-11-2021<br>To<br>16-12-2021 | 122 |
| | | | | **TOTAL** | |

# CERTIFICATE COURSE FOR THE ACADEMIC YEAR 2023-2024

| S. No. | Nature of the Activity | Title of the Activity | Resource Persons | Duration | No. of Participants |
|---|---|---|---|---|---|
| 1 | Certificate Course | Fundamental computer Skills (FCS) | B. Swarnalatha<br>P. Prathibha<br>E. Sreedivi<br>T.Aruna | 30 hrs<br><br>( 07.11.2023 to 30.11.2023) | 80 |

**COURSE NAME: FUNDAMENTAL COMPUTER SKILLS (FCS)**

# NOTICE

Date :02-11-2023

Department of Computer Science and Applications is pleased to inform all the students about the commencement of the upcoming certificate course on "**FUNDAMENTAL COMPUTER SKILLS (FCS)**". The course will span a total of 30 hours and cover all the important and basics of computer and its advancements. The sessions for this course are scheduled to begin on 07-11-2023. It is very important that you attend all the sessions to fulfill the course requirements and be eligible for the certificate.

**Head**
Department of Computer Science & Applications

To
1. BA 1st year
2. BA 2nd year

## Objectives:

If you do well in this course, you should be able to:

- Indicate the names and functions of the Word interface components.
- Create, edit, save, and print documents to include documents with lists and tables.
- Format text and to use styles.
- Add a header and footer, footnote and graphic to a document.
- Use the Spelling and Grammar Checker as well as Microsoft Help.
- Manipulate documents using functions such as find and replace; cut, copy, replace.
- A PowerPoint Presentation helps you in keeping your business on track by providing you with more orders over the information you're introducing.
- PowerPoint permits you to control the progression of a presentation. It Can Make Anything Look Good, It Helps To Visualize Your Thoughts.
- Use and configure web browsers; use the Internet to locate, transfer, and publish information; create a basic HTML document; use e-mail services; and explain issues in choosing an Internet service provider.

## Outcomes:

At the end of the course, the students will be able to:

- Identify the various elements on the word screen.
- Describe the different types of views.
- Describe how to use non-printing characters and line spacing
- Indicate ways of saving a document and formatting characters in a document
- Indicate various Autocorrect options.
- Describe the alignment options.
- Identify the various types of Indents.
- Work with the basic features of PowerPoint
- Create a new presentation and work with presentations
- Insert text into a slide and apply basic formatting
- Work with the various slide layouts
- Create and work with SmartArt graphics
- Draw and format shapes
- Navigate a slideshow, use a range of printing techniques
- discuss elementary Internet concepts and history
- make a successful Internet connection

# BROCHURE

## ABOUT THE COURSE

- The main objective of the course Fundamental Computer Skills (FCS) is to provide basic knowledge on MS-WORD, PowerPoint & Internet Concepts
- Microsoft Word is the backbone of any office job, Microsoft Word is an essential component of nearly every computer-based job & learning Microsoft Word courses sets everyone up for an office career as it forms the basis of computer literacy everywhere.
- Getting comfortable with PowerPoint essentials, from formatting text and visuals to delivering a presentation.
- Introduction to the Internet including e-mail, WWW and how to perform basic research to address company/business needs & topics include accessing and navigating the Internet, covering concepts, terms, tools, and services such as ISP's, newsgroups, and chat rooms. Learn how to browse and search the Internet successfully using popular browsers and search tools.

**PRINCIPAL**

Prof. B. Chandramouli

**Course Conveners:**

Dr. D. Suresh Babu

Dr. D. Ramakrishna Reddy

**Faculty:** Smt. B. Swarnalatha
Dr. P. Prathibha
Smt. T. Aruna
Smt. P. Bharathi
Ms. M. Sridevi

**Venue: Seminar Hall** (Room. No: 20)

## ABOUT THE COLLEGE

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has an illustrious and developmental history. It started with pre-university courses in Arts, Commerce and Science in the building donated by Pingle family in 1965. Since then It witnessed continuous and consistent development in expanding the courses, At present college is providing 17 U.G. and 10 P.G. courses and Certificate courses and one Add on Course, sponsored by UGC in Diploma in Front Office Management

## ABOUT THE DEPARTMENT

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has introduced the computer courses in the year 1998 with B.Sc Mathematics, Physics and Computer science combination. In the immediate successive year, i.e., (1998 - 1999) Computer course with B.A and B.Com classes also were introduced. Since then there has been a study and evident development of the department. Currently the courses are B.Sc. (Phy. Sci. ) with MPCS, MCCS, MSCS, B.Com (CA) and BSC (Life Sci. with CS) & with new courses B.Sc. Data Science, BCA and M.Sc. Computer Science.

Department of Public Administration is with eminent and professional teachers implement the curriculum in an effective manner to reach every student of different courses.

## CERTIFICATE COURSE

ON

**FUNDAMENTAL COMPUTER SKILLS (FCS)**

**7th NOVEMBER, 2023**

Organized by

**DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS**

**And**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

PINGLE GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)
WADDEPALLY, HANAMKONDA

**(Accredited with 'A' Grade by NAAC)**

## COURSES OFFERED

**Under Graduation**

- B.Sc. (Maths, Physics, Computer Science)
- B.Sc. (Maths, Statistics, Computer Science)
- B.Sc. (Maths, Statistics, Data Science)
- B.Sc. (Maths, Chemistry, Computer Science)
- B.Sc.(Botany, Zoology, Computer Science)
- B.Sc.(Microbiology, Zoology, Computer Science)
- B.Com. (Computer Applications)
- BCA

**Post Graduation**

- M.Sc. (Computer Science)

e-mail: pgcwcs@gmail.com

Website:
https://gdcts.cgg.gov.in/hanamkondawomen.edu

## HIGHLIGHTS OF DEPARTMENT

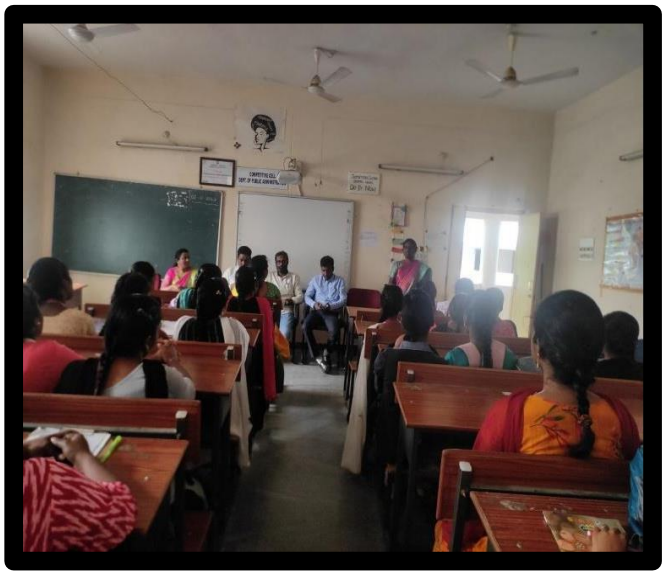
- Outcome Based Education
- Focus on programming hands-on
- Online Teaching Assistance through Video Lectures
- Motivation for Self learning initiatives
- Well defined student Counselling and Mentoring process
- Maintaining e-Library using QR CODES
- Well defined Teaching–Learning Process with use of Technology Based Teaching Methodologies
- Value added course such as IOT, BIGDATA, CLOUD COMPUTING, PYTHON are regularly offered to students with Online Platforms Spoken Tutorial, Coursera, edX, Great Learning etc.,

Participating Students -

BA (All Courses)

## BROCHURE RELEASE

## INAUGURAL SESSION



GPS Map Camera
Hanamkonda, Telangana, India
2G2J+65R, Waddepally, Wadepally, Hanamkonda, Telangana 506002, India
Lat 18.000632°
Long 79.530153°
07/11/23 03:26 PM GMT +05:30
Google

**CLASS NAME : BA (All groups) 1st and 2nd Year**

**SYLLABUS : FUNDAMENTAL COMPUTER SKILLS (FCS)**

**Unit 1: Getting Started with Microsoft Word**

In this, we discuss the basic on-screen elements of Microsoft Word. We explore the toolbars, menus, commands, and taskbars. Toolbars and menus are located at the top of the screen and list options that allow you to insert, view, or change the layout of a document. Each menu option lists different commands that let you format, save, and print documents. We also discuss the Quick Access Toolbar and learn how to add and delete commands.

Creating And Opening Documents - Saving And Sharing Documents - Text Basics - Page Layout - Printing Documents -Inserting pictures - Editing images - cropping images - adding text on images

**Unit 2: Creating and Formatting Documents**

In this unit, we explore how to use Microsoft Word to create new documents and documents based on templates. We review the different commands used to format documents, and introduce options for saving and printing documents. This will help you learn as you practice creating and formatting documents.

Formatting Text - Indents and tabs - Line and paragraph spacing - Lists - Hyperlinks - breaks - Columns - Headers, footers, and page numbers - Inserting Tables - Modifying Tables - Formatting Tables - Converting Text to Tables

**Unit 3: PowerPoint**

Introduction to Ms. PowerPoint - Introduction And Creating Presentation - Working with Themes - Working with Objects - Animated Projects - Introduction to all types of tools - Working with texts - Printing Your Presentation

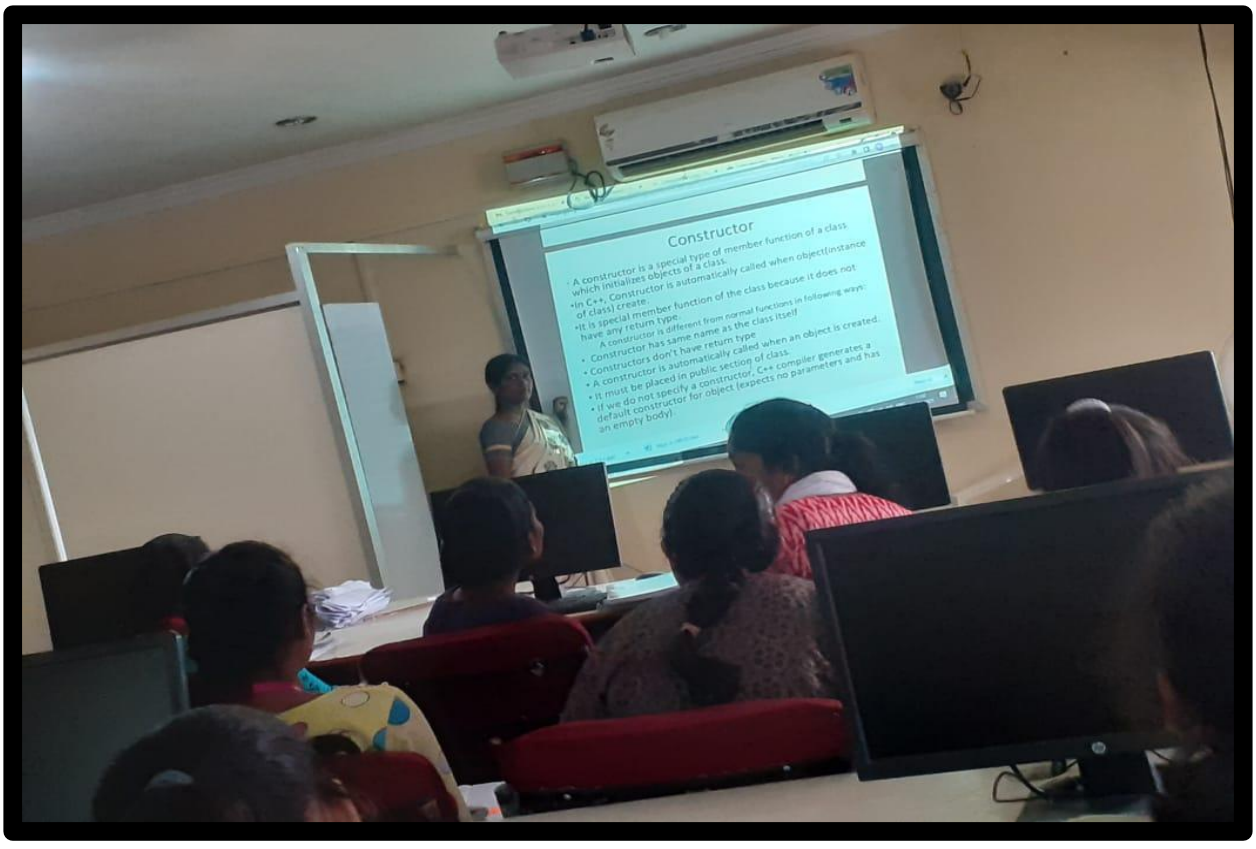
**Unit 4: Internet Concepts**

**Internet and its history:** Defining and describing the Internet - Brief history - Discussing the future of the Internet, **Internet Resources:** Email: Parts of email, Web-based email, Email address **Accessing the Internet:** Types of access, online services - Internet services providers **Browsing the Web:** Hypertext and hyperlinks - Using browsers - Uniform resource locator - Following links - Returning to the home page, changing the home page, Favorites and Bookmarks, Cookies

**Searching the Net:** Search techniques - Boolean phrases - Search tools – Indexes, Directories Examples, Saving and downloading

ADMINISTRATION
Do It Now

Do It Now


Constructor
A constructor is a special type of member function of a class which initializes objects of a class.
In C++, Constructor is automatically called when object(instance of class) create.
It is special member function of the class because it does not have any return type.
A constructor is different from normal functions in following ways:
Constructor has same name as the class itself
Constructors don't have return type
A constructor is automatically called when an object is created.
It must be placed in public section of class.
If we do not specify a constructor, C++ compiler generates a default constructor for object (expects no parameters and has an empty body).

**HANDS ON PRACTICE**:

STUDENTS ATTENDANCE:

| SNO | Applicant Name | 07-11-2023 | 08-11-2023 | 09-11-2023 | 10-11-2023 | 13-11-2023 | 14-11-2023 | 15-11-2023 | 16-11-2023 | 17-11-2023 | 18-11-2023 | 19-11-2023 | 20-11-2023 | 21-11-2023 | 22-11-2023 | 23-11-2023 | 24-11-2023 | 25-11-2023 | 28-11-2023 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BANOTHU HARIKA | P | P | P | A | P | P | P | A | P | A | P | P | A | P | A | P | P | P |
| 2 | BOINI SARITHA | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 3 | IPPA AMULYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 4 | J LAXMIPRASANNA | A | P | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 5 | JILLAPELLI SUSMITHA | P | P | P | P | A | P | P | P | A | P | P | A | P | P | P | P | P | P |
| 6 | KADEM SARITHA | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 7 | KANDIKONDA NANDINI | P | P | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P |
| 8 | KONDA SHRUTHI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 9 | LAVUDYA SINDHUJA | A | P | P | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 10 | MANDALA SONY | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 11 | NIKURI RAJITHA | A | P | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 12 | PANDULA REVATHI | A | P | P | P | P | P | P | P | P | A | A | A | P | P | P | P | P | P |
| 13 | PASTHAM PAVITRA | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 14 | SIRIPATI SUSHMA | A | P | P | A | P | P | P | A | P | A | A | P | A | P | P | P | P | P |
| 15 | SOURAM RADHIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 16 | TAKIRE MANJULA | P | A | A | P | A | A | A | P | P | P | P | P | P | P | P | P | P | P |
| 17 | THATI NAGASRI | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 18 | VEMULA CHANDANA | P | P | P | A | P | P | P | A | A | P | P | P | P | P | P | P | P | P |
| 19 | BOLLEPALLY ANUSHA | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 20 | AJMEERA ANUSHA | P | A | P | P | P | P | A | P | P | P | A | A | P | P | P | P | P | P |
| 21 | BANOTH BINDHUPRIYA | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 22 | BANOTH SHAILAJA | A | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 23 | BANOTHU GIRIJA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 24 | PRADEEPTHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 25 | BEESULA ANJALI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 26 | BHUKYA PRAVALIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 27 | BHUKYA RAJESHWARI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 28 | CHUNCHU PRIYANKA | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 29 | DARAVATH KAVYA | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 30 | GADDAM VANAJA | A | A | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 31 | GURLE SOUNDARYA | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 32 | KADAPAKA VARSHA | A | A | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P |
| 33 | MANCHALA ASHWINI | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 34 | MANCHALA PRAVALIKA | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 35 | MANCHE ANJALI | P | P | P | A | P | A | P | P | P | P | A | P | P | P | P | P | P | P |
| 36 | NARLAPURAM RAVALI | P | A | P | P | P | A | P | P | A | A | P | P | P | P | P | P | P | P |
| 37 | OSA KEERTHANA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 38 | URA SWARNA KUMARI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 39 | LAKAVATH DIVYA | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 40 | MD NASIYA BEGUM | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 41 | VANGARI NITHISHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 42 | GADDAM BHAVYA SAI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 43 | SHIVARATHRI PRAVALIK | P | P | A | P | P | P | P | A | A | P | P | P | P | P | P | P | P | P |
| 44 | BOMMAGONI SHAILAJA | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 45 | KINNERA PRIYANKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 46 | BITLA JYOTHI | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 47 | K KATHYAYENI DEVI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | A |
| 48 | MANDA VYSHNAVI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 49 | JANAGANI TEJASRI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 50 | ASFIA FATHIMA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P |
| 51 | BONALA HARIKA | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P | P | P | A |
| 52 | BHUKYA SHIRISHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 53 | JATOTHU PRIYANKA | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | A |
| 54 | AMGOTH SHAILAJA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 55 | CH KAVYA SRI | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 56 | MAMIDI ROHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 57 | BOLLI AKHILA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P |
| 58 | CHOUDARY SUVARNA | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 59 | KASANI PRATHYUSHA | P | P | P | P | P | P | P | P | P | P | A | A | P | P | P | P | P | P |
| 60 | BONTHA NAVYA SREE | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 61 | PASTHAM RENUKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 62 | JARPULA KALYANI | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 63 | GUMPULA SRAVANI | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 64 | PORIKA AKHILA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 65 | EERLA TEJA SRI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 66 | BODA AKHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 67 | LAKAVATH GEETHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 68 | BOJJAPELLI SOWJANYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 69 | MADAVI NAGAMANI | P | P | P | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 70 | MOHAMMAD SAMREEN | P | P | P | P | P | P | P | P | A | P | P | A | P | A | P | P | P | P |
| 71 | GUGULOTH SHUSHMA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 72 | SATLA SWAPNA | P | P | A | P | P | P | A | P | A | P | A | A | P | A | P | P | P | P |
| 73 | BAYYA NAVYASRI | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | A |
| 74 | PADAM SHARANYA | A | P | P | A | P | P | A | P | P | P | P | P | A | A | P | P | P | P |
| 75 | POTHARABOINA HARITH | P | A | P | P | A | P | P | P | P | P | A | P | P | A | P | P | P | P |
| 76 | KASTURI AMULYA | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 77 | MIDIDODDI POOJA | A | A | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P |
| 78 | BHANOTH ANUSHA | P | P | P | A | P | A | P | P | P | P | P | P | P | A | P | P | A | P |
| 79 | MOHAMMAD SANA | A | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 80 | THOKALA LATHA | P | A | P | P | P | P | P | P | P | P | P | P | P | A | P | P | A | P |

## Practice Questions

1. Prepare your own Curriculum Vitae (CV)
2. Poster making
3. Formatting options in worddocument1
4. Table with students details
5. Table of Contents (Only table of contents page to be printed)
6. Select your document by using select all option and change the font size of your document.
    - Underline the “Microsoft –word” using underline option.
    - Draw a line through the middle of the selected text using strike through option.χ
    - Create small number below the text baseline of the word “Multi-Tool” using subscript ( ctrl+=)

**Multi-Tool$_1$**

0. Create and manage presentations and slides.
0. Insert and format text, shape, and images.
0. Insert tables, charts, SmartArt, and media.
0. Apply transitions and animations.

**FEEDBACK:**

## FEEDBACK FORM

**PINGLE GOVT. COLLEGE FOR WOMEN (A),**
**WADDEPALLY, HANUMAKONDA**

**Department of Computer Science & Applications**

**CERTIFICATE COURSE**

COURSE TITLE: **FUNDAMENTALS OF PYTHON**

DATE: 15-04-2023

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? ✓ Y / N

2. The course content met with your expectations (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

3. The lecture sequence was well planned (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

4. The course exposed you to new knowledge and practices (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

5. The course material handed out was adequate (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

# FEEDBACK FORM

## PINGLE GOVT. COLLEGE FOR WOMEN (A), WADDEPALLY, HANUMAKONDA

## Department of Computer Science & Applications

### CERTIFICATE COURSE

COURSE TITLE: **FUNDAMENTALS OF PYTHON**

DATE: 15-04-2023

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? ✓ Y / N

2. The course content met with your expectations (d)

a. Strongly disagree b. Avg c. Good d. Strongly agree

3. The lecture sequence was well planned (d)

a. Strongly disagree b. Avg c. Good d. Strongly agree

4. The course exposed you to new knowledge and practices (c)

a. Strongly disagree b. Avg c. Good d. Strongly agree

5. The course material handed out was adequate (d)

a. Strongly disagree b. Avg c. Good d. Strongly agree

**CERTIFICATE**:

# PINGLE GOVT. COLLEGE FOR WOMEN
## (AUTONOMOUS)
## WADDEPALLY, HANUMAKONDA

Course Completion

## CERTIFICATE

This is to certify that MS / Mrs. _____ has successfully completed "FUNDAMENTAL OF COMPUTER SKILLS (FCS)" course, conducted by the Dept. of Computer Science & Applications and Dept. of Public Administration during 7th Nov 2023 to 30th Nov 2023.

Dr. D. Suresh Babu
Co-ordinator

Dr. D. Ramakrishna Reddy
Co-ordinator

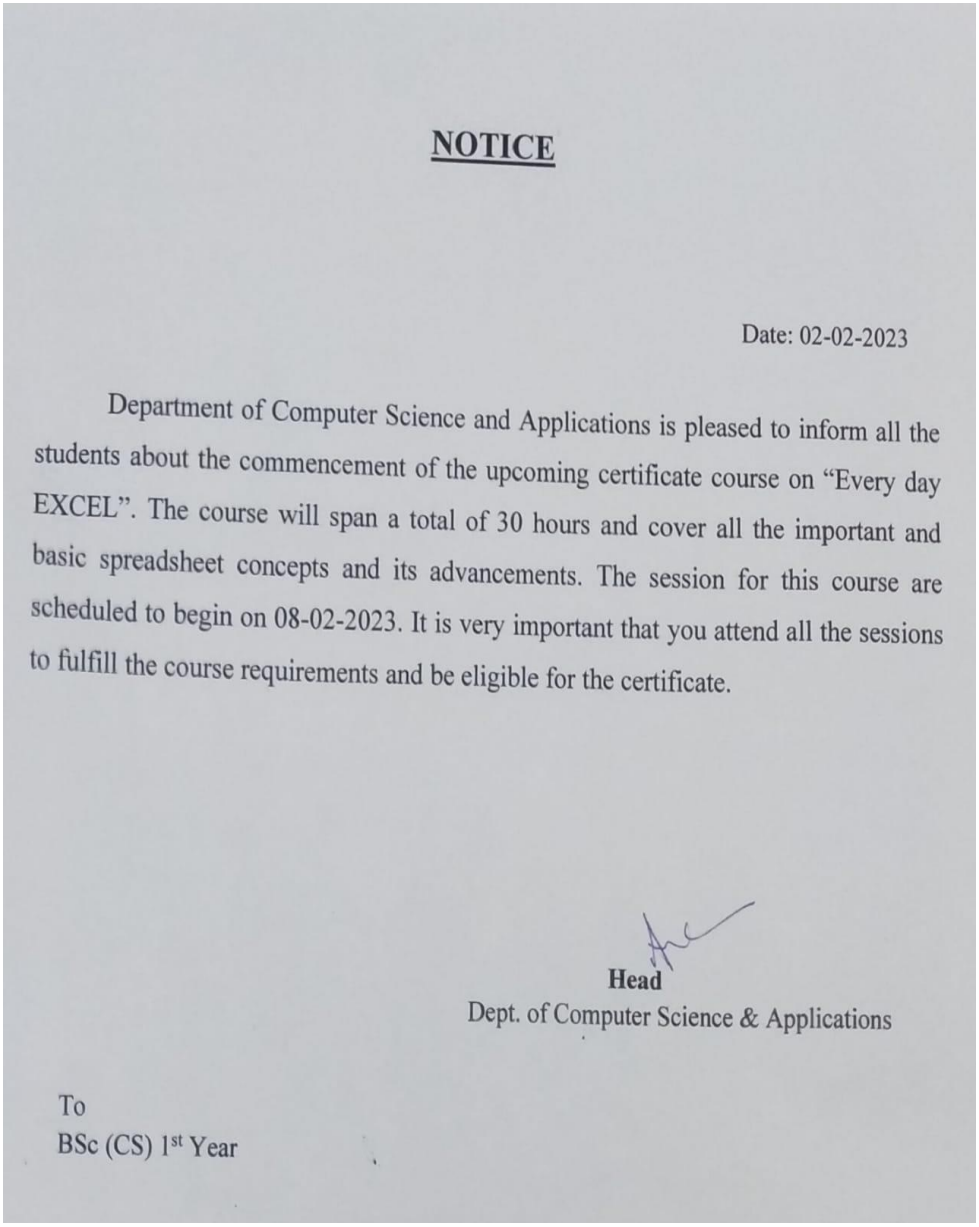
Prof. B. Chandramouli
PRINCIPAL

# CERTIFICATE COURSE FOR THE ACADEMIC YEAR 2022-2023

| S. No. | Nature of the Activity | Title of the Activity | Resource Persons | Duration | No. of Participants |
|---|---|---|---|---|---|
| 1 | Certificate Course | Every Day EXCEL | T. Aruna<br>E. Maneesha<br>B. Swarnalatha<br>P. Prathibha | 30 hrs<br>08-02-2023<br>to<br>18-03-2023 | 73 |

**COURSE NAME: Every Day EXCEL**

**NOTICE:**



NOTICE

Date: 02-02-2023

Department of Computer Science and Applications is pleased to inform all the students about the commencement of the upcoming certificate course on "Every day EXCEL". The course will span a total of 30 hours and cover all the important and basic spreadsheet concepts and its advancements. The session for this course are scheduled to begin on 08-02-2023. It is very important that you attend all the sessions to fulfill the course requirements and be eligible for the certificate.

Head
Dept. of Computer Science & Applications

To
BSc (CS) 1st Year

## BROCHURE:

### ABOUT THE COURSE

- The course "Everyday Excel" is aimed at learners who are seeking to learn Excel from the ground up. No experience with Excel is necessary.
- While this course is meant for beginners of Excel, advanced users will undoubtedly pick up new skills and tools.
- Excel is a useful tool for performing various calculations on spreadsheets. It can calculate statistics, perform repeated and advanced calculations, analyze data, and create graphical representations of the data, such as graphs, charts, and PivotTables.
- Microsoft Excel is used to perform numeric calculations rapidly and organize your work or personal life.
- Excel tool is used for calculation, graphing tools, pivot tables, and a macro programming and data visualization. Microsoft excel is a familiar and most recommended tool for all industries from technical to management level.

**PRINCIPAL**

Dr. G. RajaReddy

**Course Conveners:**

Smt. T. Aruna

Smt. P. Prathibha

Smt. B. Swarnalatha

### ABOUT THE COLLEGE

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has an illustrious and developmental history. It started with pre-university courses in Arts, Commerce and Science in the building donated by Pingle family in 1965. Since then it witnessed continuous and consistent development in expanding the courses, At present college is providing 17 U.G. and 10 P.G. courses and Certificate courses and one Add on Course, sponsored by UGC in Diploma in Front Office Management

### ABOUT THE DEPARTMENT

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has introduced the computer courses in the year 1998 with B.Sc Mathematics, Physics and Computer science combination. In the immediate successive year, i.e., (1998 - 1999) Computer course with B.A and B.Com classes also were introduced. Since then there has been a study and evident development of the department. Currently the courses are B.Sc. (Phy. Sci.) with MPCS, MCCS, MSCS, B.Com (CA) and BSC (Life Sci. with CS) & with new courses B.Sc. Data Science.

Department of Public Administration is with eminent and professional teachers implement the curriculum in an effective manner to reach every student of different courses.

### CERTIFICATE COURSE

ON

### EVERYDAY EXCEL

8th FEBRUARY, 2023

Organized by

**DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS**

PINGLE GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)
WADDEPALLY, HANAMKONDA
(Accredited with 'A' Grade by NAAC)

### COURSES OFFERED

Under Graduation

- B.Sc. (Maths, Physics, Computer Science)
- B.Sc. (Maths, Statistics, Computer Science)
- B.Sc. (Maths, Statistics, Data Science)
- B.Sc. (Maths, Chemistry, Computer Science)
- B.Sc.(Botany, Zoology, Computer Science)
- B.Com. (Computer Applications)

e-mail: pgcwcs@gmail.com

Website:
https://gdcts.cgg.gov.in/hanamkondawomen.edu

### HIGHLIGHTS OF DEPARTMENT

- Outcome Based Education
- Focus on programming hands-on
- Online Teaching Assistance through Video Lectures
- Motivation for Self learning initiatives
- Well defined student Counselling and Mentoring process
- Maintaining e-Library using QR CODES
- Well defined Teaching–Learning Process with use of Technology Based Teaching Methodologies
- Value added course such as IOT, BIGDATA, CLOUD COMPUTING, PYTHON are regularly offered to students with Online Platforms Spoken Tutorial, Coursera, Great Learning etc.,

Participating Students -
BSc (Physical Science)

## BROCHURE RELEASE:

## Objectives:

If you do well in this course, you should be able to:

- Indicate the names and functions of the Excel interface components.
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.

## Outcomes:

At the end of the course, the students will be able to:

- Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
- Create, open and view a workbook.
- Save and print workbooks.
- Enter and edit data.
- Modify a worksheet and workbook.
- Work with cell references.
- Learn to use functions and formulas.
- Create and edit charts and graphics.
- Filter and sort table data.
- Work with pivot tables and charts.
- Import and export data.

**CLASS NAME** : **BSc (Physical Science) 1st year**

**SYLLABUS** : **Every Day EXCEL**

## Syllabus

**MODULE-1: Excel Fundamentals**

Basic features of Excel; Excel Interface; Saving and opening files; Sheets, cells, rows and columns; Sheets, cells, rows and columns; Moving around the worksheet; Editing the worksheet; Common Excel Shortcut Keys; Working with Numeric Data in Excel; Entering Date Values in Excel; Relative Versus Absolute Cell References in Formulas; Naming cells and cell ranges

**MODULE-2: Modifying & Formatting Data**

Moving and Copying Data; Inserting and Deleting Rows and Columns; Changing the Width and Height of Cells; Hiding and Un hiding Excel Rows and Columns; Renaming, Deleting, Moving and Copying Excel Worksheet; Working with Font Formatting Commands; Changing the Background Color of a Cell; Adding Borders to Cells; Formatting Data as Currency Values; Formatting Percentages; Creating Styles to Format Data; Merging and Centering Cells; Using Conditional Formatting;

**MODULE-3: Excel Functions- Inserting Images and shapes**

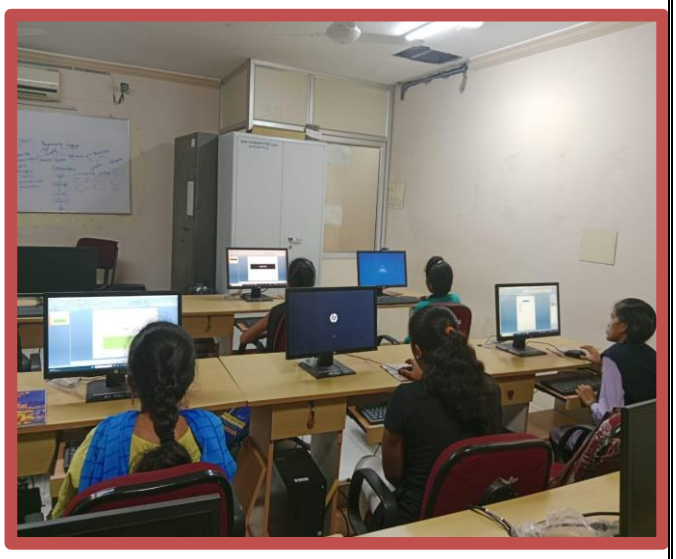
Creating Basic Formulas in Excel; Working with the SUM( ), MIN( ) ,MAX( ), AVERAGE( ) and COUNT( ) Function; Using the AutoSum Command; Excel's AutoSum Shortcut Key; Using the AutoFill Command to Copy Formulas; Cell formatting and conditional formatting; Auto Fill and Fill Series; Formats for numbers, dates, and times; Cell addressing modes; Inserting Images and Shapes; Formatting Excel Shapes; Working with SmartArt

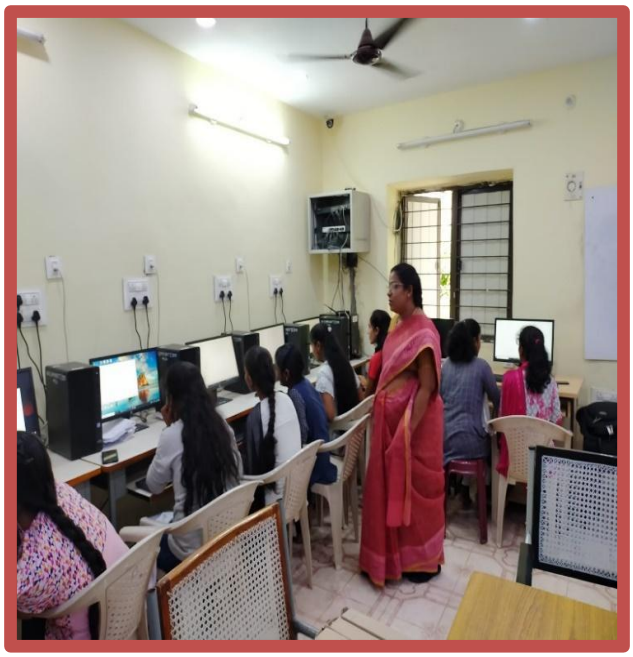
**MODULE-4: Working with Lists and Charts**

Understanding List; Sorting a List Using Single Level Sort; Sorting a List Using Multi-Level Sorts; Using Custom Sorts in an Excel List; Filter an Excel List Using the AutoFilter Tool; Creating Subtotals in a List; Format a List as a Table; Creating an Excel Column Chart; Adding and Modifying Data on Chart; Formatting Chart; Moving a Chart to another Worksheet; Working with Pie Charts

EXIT
DEPT. OF Computer Science And Applications

HANDS ON PRACTICE:





## STUDENTS ATTENDANCE LIST:

| S.No. | Name of the student | 08-02-22 | 09-02-22 | 10-02-22 | 13-02-22 | 14-02-22 | 15-02-22 | 16-02-22 | 17-02-22 | 20-02-22 | 21-02-22 | 22-02-22 | 23-02-22 | 24-02-22 | 25-02-22 | 27-02-22 | 28-02-22 | 01-03-22 | 02-03-22 | 03-03-22 | 04-03-22 | 06-03-22 | 09-03-22 | 10-03-22 | 13-03-22 | 14-03-22 | 15-03-22 | 16-03-22 | 17-03-22 | 18-03-22 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | A. Ganeshwari | A | P | P | A | P | P | P | P | P | P | P | A | P | P | A | P | A | P | A | P | P | P | P | P | A | A | A | A | A |
| 2 | A. Prasanna | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 3 | A. Shilpa | A | P | P | A | A | P | P | P | A | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 4 | A. Tejaswini | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | A | P | A | A | P | P | P | P | P | P | P | P | P | P |
| 5 | A.Divya reddy | P | P | A | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P |
| 6 | Abarla Sanjana | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P |
| 7 | A Anusha | A | P | P | P | A | P | P | P | P | P | A | P | P | A | P | P | P | P | A | P | P | P | P | P | A | P | A | P | P |
| 8 | B. Kaveri | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | A |
| 9 | B. Latha | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P |
| 10 | B. Mounika | A | P | P | A | P | A | P | A | A | A | A | P | P | A | P | P | P | P | P | P | P | A | P | A | P | P | P | P | P |
| 11 | B. Mounika | p | p | A | p | p | p | p | p | p | A | A | p | A | p | p | A | p | p | A | P | P | A | P | P | P | P | P | A | P |
| 12 | B. Naveena | A | p | p | p | p | A | p | p | p | A | A | A | p | A | p | p | p | A | p | P | A | P | P | P | A | P | A | P | P |
| 13 | B. Ramya | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 14 | B. Sarayu | A | P | P | P | A | P | P | P | P | P | P | A | P | A | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P |
| 15 | B. Shivarthika | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | A | P | P | P |
| 16 | B. Soujanya | P | P | P | P | A | P | P | P | P | P | P | A | A | A | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P |
| 17 | B. Supriya | A | P | A | P | A | P | P | P | A | P | P | A | A | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | A |
| 18 | B.Sabitha | A | P | P | P | P | P | P | P | P | P | A | P | A | P | P | A | P | P | A | P | P | P | P | P | P | P | A | P | P |
| 19 | Banoth Akhila | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 20 | Bitla Pravalika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | A | P | A | P | P |
| 21 | Ch. Bhargavi | P | P | A | P | P | P | P | A | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 22 | Ch. Jyothsna | P | P | P | P | A | P | P | P | A | A | P | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 23 | Ch. Priyanka | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | P | P | A | P |
| 24 | Ch.Shivani | P | P | P | P | A | P | P | P | P | P | P | A | P | P | A | P | P | P | A | P | P | P | P | P | P | P | A | A | P |
| 25 | Challa Joshana | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 26 | D. Neekshitha | P | P | P | A | A | P | P | P | A | A | A | A | P | P | A | A | P | P | P | A | P | P | P | P | P | A | A | A | P |
| 27 | D. Subhadra | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | A | P | A | P | P | P | P | A | P | P |
| 28 | Dasari Pravalika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P |
| 29 | G.Padma | P | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | A | P | A | P | P | P | P | P | P | P | A | A | P |
| 30 | G.Sandhya | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 31 | K. Akhila | A | P | P | P | P | A | P | A | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | A | A | P |
| 32 | K. Akhila | p | A | p | p | p | p | p | p | A | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | P | A | A | P |
| 33 | K. Anupriya | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | A | P |
| 34 | K. Kovidha | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | P | A | A | P |
| 35 | K. Madhavi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 36 | K. Ravali | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | A | A | A | P |
| 37 | L. Sunitha | P | A | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | A |
| 38 | L Aishwarya | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 39 | M. Kalyani | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | P | A | P | A |
| 40 | M. Mounika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | A | P |
| 41 | M. Neeraja | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | P | A | A | P |
| 42 | M. Srividya | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P |
| 43 | Md.Fouizya | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P |
| 44 | Monika | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P |
| 45 | N. Nishitha | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | A | P | P | P | P | P | P | P | P | P | P | A | A | P |
| 46 | N.Meghana | P | P | P | A | P | P | A | P | P | P | P | A | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | A | P |
| 47 | N.Srujana | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 48 | N Anusha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P |
| 49 | P. Manasa | P | A | P | P | P | P | P | P | P | A | A | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 50 | P. Pallavi | A | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | P | A | A | P |
| 51 | P. Ravali | p | p | p | p | p | A | p | p | p | p | A | p | p | p | A | p | p | A | p | P | P | P | P | P | P | P | A | A | P |
| 52 | P. Sowmya | p | p | A | p | p | p | A | p | p | p | p | p | A | p | A | p | A | p | p | P | P | P | P | P | P | P | A | A | P |
| 53 | P. Sruthi | p | A | A | p | p | A | A | p | p | p | p | A | p | A | p | p | A | p | p | P | P | P | P | P | P | P | A | P | P |
| 54 | P. Usha | P | P | P | P | P | P | P | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 55 | P.Priyanka | A | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 56 | R.Deepthi | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | A | P |
| 57 | R Srividya | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P |
| 58 | V. Ravalika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P |
| 59 | S. Arunadevi | A | p | p | p | p | p | p | p | p | p | p | A | p | p | p | p | p | p | p | P | P | P | P | P | P | P | P | P | P |
| 60 | S. Keerthana | p | p | p | p | p | p | p | p | A | A | p | p | A | p | p | p | p | p | p | P | P | P | P | P | P | P | A | A | P |
| 61 | S. Nandini | A | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | p | A | A | A | A | P | P | P | A | P | P | A | P |
| 62 | S. Sharmila | P | p | p | p | p | p | A | p | A | p | A | p | p | p | p | p | p | A | p | P | P | P | P | P | P | P | A | A | P |
| 63 | S. Sindhu | A | p | p | A | p | p | A | p | p | p | p | p | p | p | p | p | p | p | p | P | P | P | P | P | P | P | A | A | P |
| 64 | ShivaPavani | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P |
| 65 | Sravya | p | A | A | p | P | P | p | p | p | A | A | P | P | P | A | P | A | A | A | P | A | P | A | P | P | P | P | A | P |
| 66 | Suhitha | A | A | A | p | P | P | A | p | A | A | A | P | P | P | p | P | P | P | P | P | P | P | P | P | P | P | A | A | A |
| 67 | swarna kinnera | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P | P | A | A | P | P |
| 68 | T. Anusha | A | p | p | p | A | p | p | p | p | p | p | p | p | p | p | p | p | p | p | P | A | P | P | P | P | P | P | A | P |
| 69 | T. Dakshayani | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P |
| 70 | T. Kavya | A | P | P | P | P | P | A | P | A | P | P | P | P | A | P | A | P | P | P | P | P | P | P | P | A | P | P | A | P |
| 71 | T Pravalika | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | A | P | P | P | A | P | P |
| 72 | Kota Tulasi | p | p | p | p | p | p | p | p | p | p | p | p | A | P | P | A | A | p | p | P | P | P | P | A | P | P | P | A | P |
| 73 | V. Anusha | p | p | p | p | p | p | A | p | p | p | p | p | A | P | P | p | p | p | p | P | A | P | P | P | P | A | A | A | P |

# Assignment Questions

1. The following worksheet contains Roll.Nos. & Marks in 5 subject of a student. Calculate his grades as per the following :

| Marks | Grades |
|---|---|
| 0-40 | 4 |
| 40-50 | 3 |
| 50-60 | 2 |
| 60 above | 1 |

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Roll No. | ENG | HINDI | SCIENCE | MATHS | SO. SCI |
| 2 | 110 | 45 | 56 | 67 | **78** | **60** |
| 3 | GRADE | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |

2. Enter the Following data in Excel Sheet

REGIONAL SALES PROJECTION

| State | Qtr1 | Qtr2 | Qtr3 | QTR4 | Qtr Total | Rate Amount |
|---|---|---|---|---|---|---|
| Delhi | 2020 | 2400 | 2100 | 3000 | | 15 |
| Punjab | 1100 | 1300 | 1500 | 1400 | | 20 |
| U.P. | 3000 | 3200 | 2600 | 2800 | | 17 |
| Haryana | 1800 | 2000 | 2200 | 2700 | | 15 |
| Rajasthan | 2100 | 2000 | 1800 | 2200 | | 20 |
| TOTAL | | | | | | |
| AVERAGE | | | | | | |

(a) Apply Formatting as follow:
I. Title in TIMES NEW ROMAN
ii. Font Size - 14
iii. Remaining text - ARIAL, Font Size -10
iv. State names and Qtr. Heading Bold, Italic with Gray Fill Color.
v. Numbers in two decimal places.
vi. Qtr. Heading in center Alignment. Vii. Apply Border to whole data.
(b) Calculate State and Qtr. Total
(c) Calculate Average for each quarter
(d) Calculate Amount = Rate * Total.

3. Use an array formula to calculate Simple Interest for given principal amounts given the rate of Interest and time

| | |
|---|---|
| Rate of Interest | 8% |
| Time | 5 Years |
| Principal | Simple Interest |
| 1000 | ? |

18000 ?

5200 ?

4. Generate 25 random numbers between 0 & 100 and find their sum, average and count. How many no. are in range 50-60
5. A worksheet contains Roll Number, Marks in 2 subjects for 50 students in a class. Calculate Result and Grade using the following:
   A student is declared as PASS if he gets 40 or more in both the subjects, Otherwise FAIL.
   All FAILED students will be given Grade IV
   For PASSED students Grade will be obtained as follows:

| AVERAGE | GRADE |
|---|---|
| >=60 | I |
| <60 but >=50 | II |
| <50 but >=40 | III |

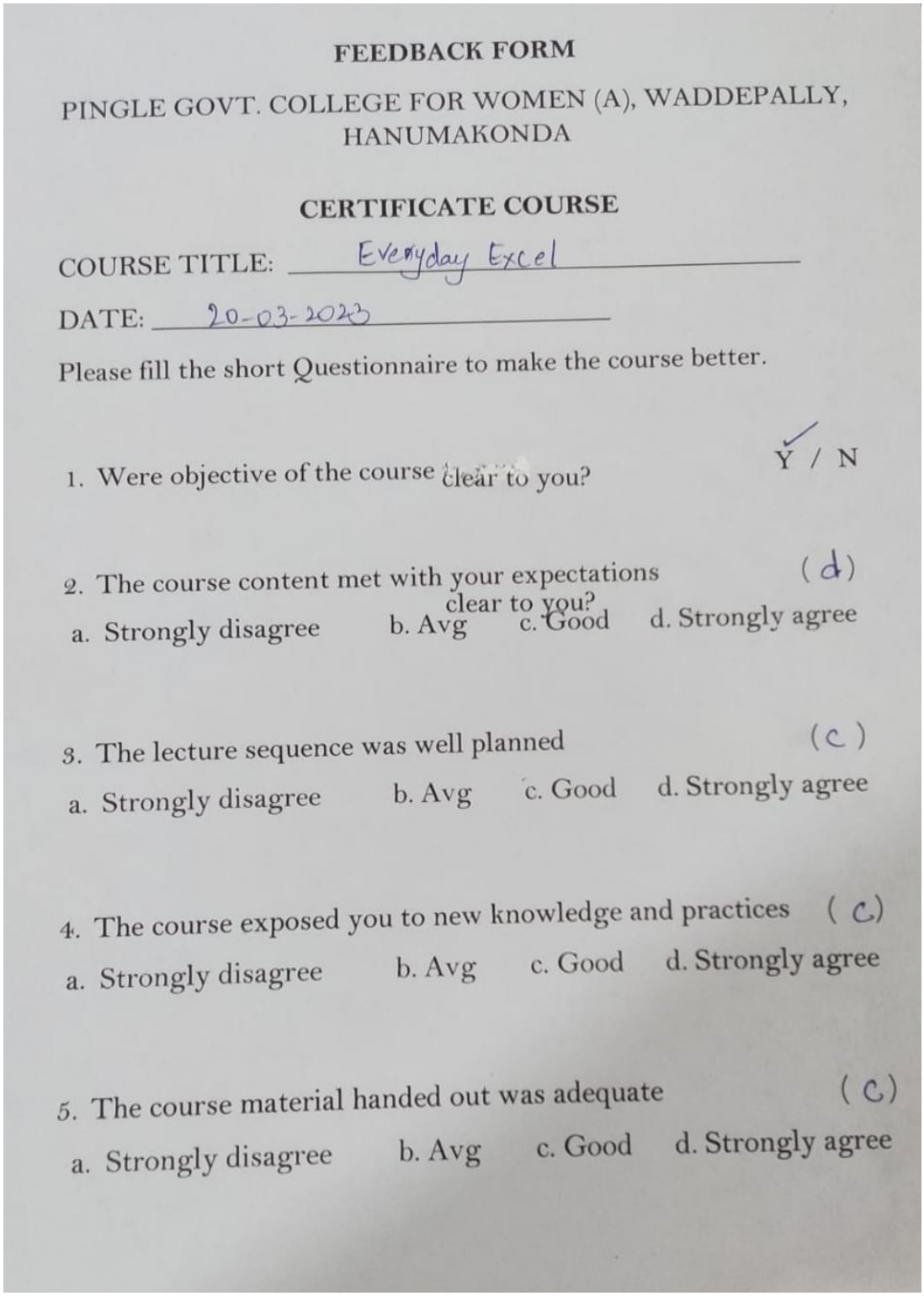
| A | B | C | D | E | F | |
|---|---|---|---|---|---|---|
| 1 | ROLL | | SUB1 | SUB2 | AVERAGE | RESULT GRADE |
| : | | | | | | |
| 51 | | | | | | |

6. A worksheet contains name and marks in 3 subjects. Calculate Total Marks

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | NAME | SUB 1 | SUB 2 | SUB 3 | TOTAL MARKS |
| 2 | Deep | 30 | 34 | 44 | |
| 3 | Jayesh | 40 | 35 | 45 | |
| 4 | Yash | 45 | 36 | 47 | |
| 5 | Sara | 48 | 32 | 50 | |
| 6 | Gita | 35 | 32 | 43 | |
| 7 | Jinal | 32 | 31 | 37 | |
| 8 | Kavita | 36 | 28 | 38 | |
| 9 | Minal | 23 | 25 | 40 | |
| 10 | Naresh | 43 | 27 | 50 | |
| 11 | Rima | 37 | 44 | 46 | |

a) Construct 3D Pie Chart for Total marks
b) Construct 2D Line Chart for Subject 1 and Subject 3
c) Construct 2D Column Chart for Sub1,Sub2,Sub3
d) Construct Stacked Column Chart for Sub1,Sub2,Sub3

**FEEDBACK**::



**FEEDBACK FORM**

PINGLE GOVT. COLLEGE FOR WOMEN (A), WADDEPALLY, HANUMAKONDA

**CERTIFICATE COURSE**

COURSE TITLE: Everyday Excel

DATE: 20-03-2023

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? ✓ Y / N

2. The course content met with your expectations clear to you? (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

3. The lecture sequence was well planned (c)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

4. The course exposed you to new knowledge and practices (c)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

5. The course material handed out was adequate (c)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

# FEEDBACK FORM

PINGLE GOVT. COLLEGE FOR WOMEN (A),
WADDEPALLY, HANUMAKONDA

## CERTIFICATE COURSE

COURSE TITLE: Everyday EXCEL

DATE: 17-03-2023

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? ✓ Y / N

2. The course content met with your expectations (c)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

3. The lecture sequence was well planned (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

4. The course exposed you to new knowledge and practices (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

5. The course material handed out was adequate (e)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

## CERTIFICATE

PINGLE GOVT. COLLEGE FOR WOMEN
(AUTONOMOUS)
WADDEPALLY, HANAMKONDA

CERTIFICATE

This is to certify that MS / Mrs. _____
has successfully completed "Everyday EXCEL" course, conducted by the Dept. of Computer Science & Applications during 8th Feb 2023 to 18th Mar 2023.

T. Aruna P. Prathibha B. Swarnalatha
Co- ordinators

Dr. G. Raja Reddy
PRINCIPAL

HISTORICAL HERITAGE CENTRE - WARANGAL

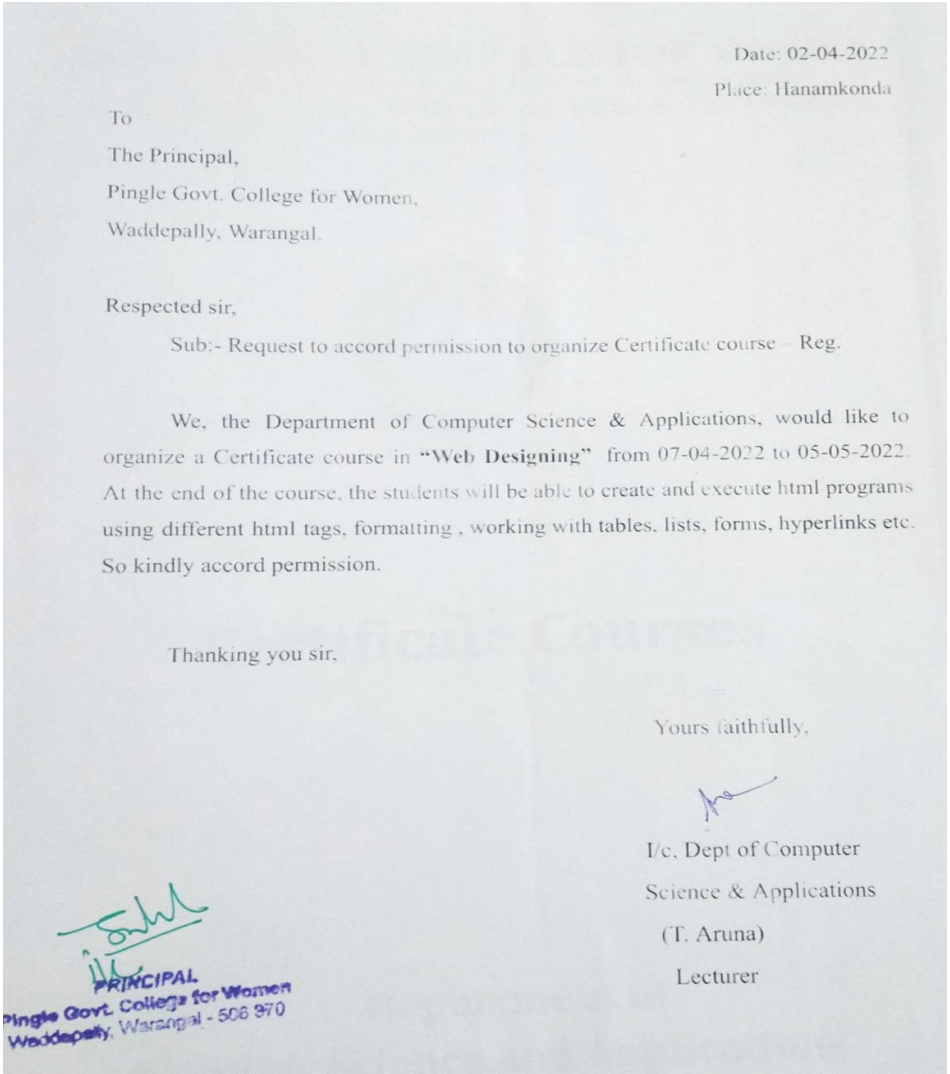
HISTORICAL HERITAGE CENTRE - WARANGAL

# CERTIFICATE COURSE FOR THE ACADEMIC YEAR 2021-2022

| | | | | | |
|---|---|---|---|---|---|
| 1 | Certificate Course | Web Designing | B. Swarnalatha<br>T. Aruna<br>P. Prathibha | 30 hrs<br>07-04-2022<br>To<br>05-05-2022 | 134 |
| 2 | Certificate Course | WORD PROCESSING | T. Aruna<br>P. Prathibha<br>B. Swarnalatha | 30 hrs<br>08-11-2021<br>To<br>16-12-2021 | 122 |

## COURSE NAME: Web Designing

## NOTICE:



Date: 02-04-2022
Place: Hanamkonda

To
The Principal,
Pingle Govt. College for Women,
Waddepally, Warangal.

Respected sir,

Sub:- Request to accord permission to organize Certificate course – Reg.

We, the Department of Computer Science & Applications, would like to organize a Certificate course in **"Web Designing"** from 07-04-2022 to 05-05-2022. At the end of the course, the students will be able to create and execute html programs using different html tags, formatting , working with tables, lists, forms, hyperlinks etc. So kindly accord permission.

Thanking you sir,

Yours faithfully,

I/c, Dept of Computer
Science & Applications
(T. Aruna)
Lecturer

PRINCIPAL
Pingle Govt. College for Women
Waddepally, Warangal - 506 370

# Brochure

**ABOUT THE COLLEGE**

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has an illustrious and developmental history. It started with pre-university courses in Arts, Commerce and Science in the building donated by Pingle family in 1965. Since then It witnessed continuous and consistent development in expanding the courses, At present college is providing 17 U.G. and 10 P.G. courses and Certificate courses and one Add on Course, sponsored by UGC in Diploma in Front Office Management

**About the Department**

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has introduced the computer courses in the year 1998 with B.Sc. Mathematics, Physics and Computer science combination. In the immediate successive year, i.e., (1998 – 1999) Computer course with B.A and B.Com classes also were introduced. Since then there has been a study and evident development of the department. Currently the courses are B.Sc. (Phy. Sci.) ~~with~~ MPCS, MCCS, MSCS, B.Com (CA) and BSC (Life Sci. with CS) & with new courses B.Sc. Data Science, BCA and M.Sc. Computer Science.

**About the Course**

**"Web Designing"** certificate course will be held at Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda on 7th April, 2022. The aim of this course is, Web design classes can cover the fundamentals of web design and web development. Web design and development is an area of study encompassing everything involved in building a website, from the coding at work behind the scenes, to the design of the user-interface, to content management.

**VENUE: Room No. 62, Computer Lab**

**CERTIFICATE COURSE**
**ON**
**"WEB DESIGNING"**
On
7th April, 2022

Organized by
**Department of Computer Science and Applications**

**PINGLE GOVERNMENT COLLEGE FOR WOMEN**
**(AUTONOMOUS)**
**WADDEPALLY, HANAMKONDA**
**(Accredited with 'A' Grade by NAAC)**

BROCHURE RELEASE:

## Objectives:

The course will give students grounding in the nuts and bolts of the tags, script, and code that create web pages. It will help students understand how the web pages work. This knowledge will allow students to build on their skills. They will understand the potentials and limitations placed on writing for web pages.

## Course Outcomes:

At the end of the course, the students will be able to:

- Demonstrate competency in the use of common HTML code
- Construct pages that meet guidelines for efficient download
- Construct pages that meet the needs of an identified audience
- Construct efficient file structure for web sites
- Demonstrate proficiency in the use of a WYSIWYG design software
- Evaluate the functions of specific types of web pages in relationship to an entire web site
- Design electronic text and web pages that include the standard textual components needed on web pages
- Create web pages that meet accessibility needs of those with physical disabilities
- Utilize graphic design to enhance web pages

## Syllabus:

## Unit-1:

HTML Introduction - Structure of HTML Program - Formatting Text - Create and Execute Html Programs - Heading tags – Inline type styles – the Font tag – layout techniques with HTML - Anchor & Image tags – Frames- Frame set – Tables - Table rowspan &colspan - Form Tag

## Unit-2:

Form elements - List Tags - Marquee Tag - Marquee tag attributes – Image basics – the IMG tag and its attributes – Table tag its structure , affecting table appearance – frames and its types - frameset – Forms – Simple Hyperlinks – Linking with a document - Nested Lists - Cascading style sheets – Selectors - Filters and Transitions

## Schedule:

| S.No. | Date | Topic | Lecture by |
|---|---|---|---|
| 1 | 07-04-2022 | HTML Introduction | P.Prathibha |
| 2 | 08-04-2022 | Structure of HTML Program | P.Prathibha |
| 3 | 09-04-2022 | Formatting Text | P.Prathibha |
| 4 | 11-04-2022 | Create and Execute Html Programs | P.Prathibha |
| 5 | 12-04-2022 | Heading tags | P.Prathibha |
| 6 | 13-04-2022 | Anchor & Image tags | P.Prathibha |
| 7 | 16-04-2022 | Frames | P.Prathibha |
| 8 | 18-04-2022 | Frame set | B.Swarna latha |
| 9 | 19-04-2022 | Tables | B.Swarnalatha |
| 10 | 20-04-2022 | Table rowspan &colspan | B.Swarnalatha |
| 11 | 21-04-2022 | Form Tag | B.Swarnalatha |
| 12 | 22-04-2022 | Form elements | B.Swarnalatha |
| 13 | 25-04-2022 | List Tags | T.Aruna |
| 14 | 26-04-2022 | Marquee Tag | T.Aruna |
| 15 | 27-04-2022 | Marquee tag attributes | T.Aruna |
| 16 | 29-04-2022 | Hyperlinks | T.Aruna |
| 17 | 30-04-2022 | Nested Lists | T.Aruna |
| 18 | 01-05-2022 | Cascading style sheets | T.Aruna |
| 19 | 02-05-2022 | Selectors | B.Swarnalatha |
| 20 | 05-05-2022 | Filters and Transitions | B.Swarnalatha |

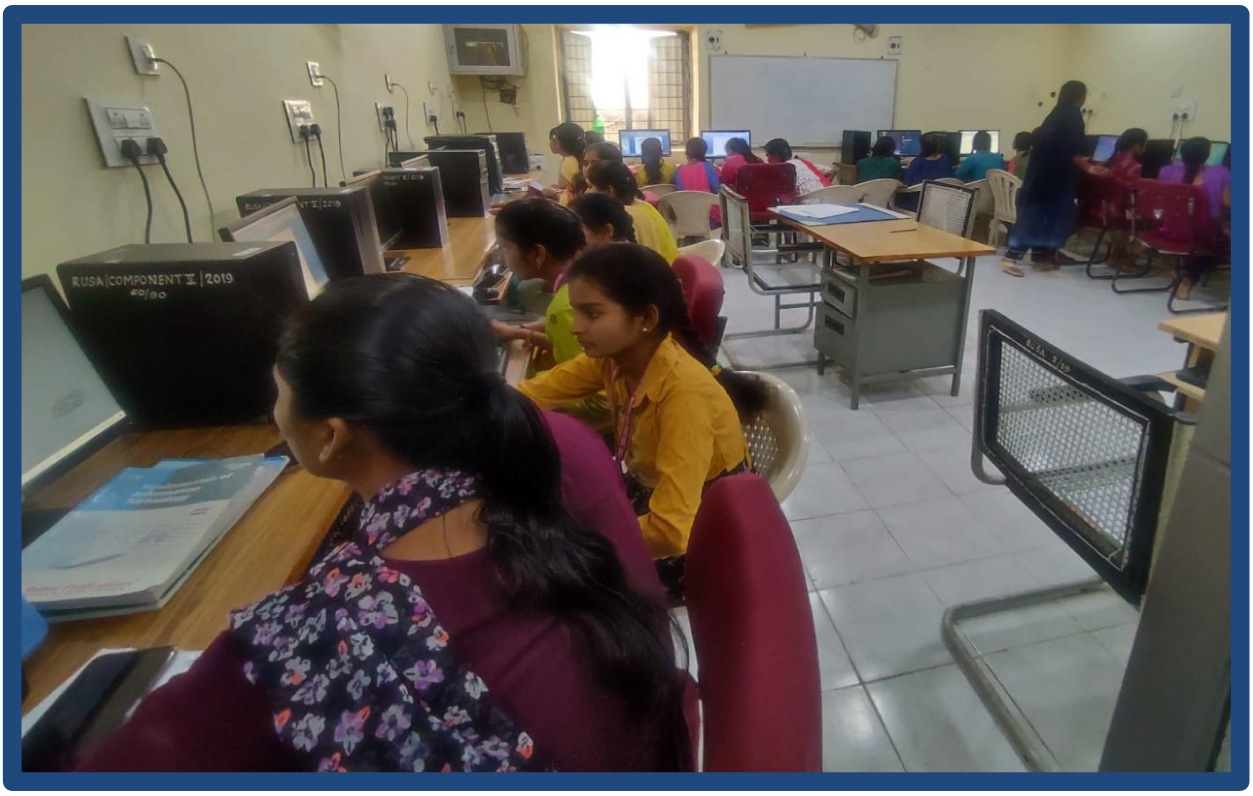
# ATTENDANCE

| S.No | Student Name | 07-04-2022 | 08-04-2022 | 09-04-2022 | 11-04-2022 | 12-04-2022 | 13-04-2022 | 16-04-2022 | 18-04-2022 | 19-04-2022 | 20-04-2022 | 21-04-2022 | 22-04-2022 | 25-04-2022 | 26-04-2022 | 27-04-2022 | 29-04-2022 | 30-04-2022 | 01-05-2022 | 02-05-2022 | 05-05-2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | AKKELLI VAISHNAVI | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 2 | ANAKAR SHAIQA THEREEN | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 3 | ANGOTHU ANUSHA | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P |
| 4 | ARUVA SHRAVANI | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 5 | ASMA | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 6 | ASMA BEGUM | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 7 | ATELLI AKHILA | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 8 | BAIRAPAKA POOJITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 9 | BAIRU TRIVENI | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 10 | BAMINEEYA BHAVANI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 11 | BANDAM RAVALI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 12 | BANDI MOUNIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 13 | BANDI RISHIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 14 | BANOTH RAKSHITHA | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 15 | BANOTHU MOUNIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 16 | BASHABOINA AKHILA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 17 | BASHAKARLA RAVALI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 18 | BHUKYA NAVYA | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 19 | BHUKYA VASANTHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P |
| 20 | BHUKYA VENNELA | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 21 | BOBILI ALLOWKIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P |
| 22 | BOLLI AKSHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 23 | BOMMANAPELLY NIKHITH | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 24 | BOYAPOTHU KUMARI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 25 | BUDIDHA RASHMITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 26 | CHATLA POOJA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 27 | CHENNURI PRAVALIKA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 28 | CHEVVA SWATHI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 29 | CHINTHALA SRIHARSHINI | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 30 | CHIRRA AKHILA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 31 | DABBAKATLA ANUSHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 32 | DASARI BHAVITHA | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 33 | DATLA REECHA | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 34 | DHARAVATH BHARGAVI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 35 | DHARAVATH PRAVALIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 36 | DHARAVATH SHAILAJA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 37 | DUGGI SANDHYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 38 | DULAM SOUMYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 39 | DURGAM PRANAVI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 40 | EEKA JHANSI | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |

| | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 41 | ESAM GEETHANJALI | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 42 | FARHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 43 | GADUDHULA MANASA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 44 | GANNARAPU KAVYA SREE | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 45 | GANTA BHAVANI | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 46 | GIRAGANI BHAVANI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 47 | GODISHALA RAMYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 48 | GOLI RAMA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 49 | GONELA DEEPIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 50 | GONELA NAVYA | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 51 | GUDDETI RAKSHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 52 | GUDI AKSHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 53 | GUDIKANDULA RACHANA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 54 | GUGGILLA LIKHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 55 | GUGULOTH RAJITHA | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 56 | GUNDETI ASRITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 57 | GUNTUPALLY SHIVANI | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 58 | ITIKA PAVANI | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 59 | JANGILI RAVALI | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 60 | JANNU RAKSHANA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 61 | JILLELLA MAMATHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 62 | JUNNUTHULA ADHWAITHA | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 63 | KALAKOTLA SADANA | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 64 | KANDUKURI PRANITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 65 | KANDUNURI BHAVANI | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 66 | KATAKAM NAVYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 67 | KAVATI JYOTHI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 68 | KOGILA PAVANI | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 69 | KOLIPAKA SOUJANYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 70 | KOMARAM LAYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 71 | KONTHAM JAHNAVI | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 72 | KOTHAPALLY ARSHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 73 | KUKKALA PRAVALLIKA | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 74 | KURA VIDHYA SREE | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 75 | KURIMILA SWETHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 76 | KURSAPALLI ARCHANA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 77 | LENKALA ANUSHA | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 78 | MADASI KAVYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 79 | MAHAMMAD RUKSANA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 80 | MAMIDI RAMA | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 81 | MAMILLAPALLY RAVITHRE | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 82 | MARAPELLI SONY | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 83 | MARRI HARIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 84 | MEDA AKHILA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 85 | MERUGU PRANITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 86 | MODI GEETHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 87 | MOHAMMAD ASIYA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |

| | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 41 | ESAM GEETHANJALI | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 42 | FARHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 43 | GADUDHULA MANASA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 44 | GANNARAPU KAVYA SREE | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 45 | GANTA BHAVANI | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 46 | GIRAGANI BHAVANI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 47 | GODISHALA RAMYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 48 | GOLI RAMA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 49 | GONELA DEEPIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 50 | GONELA NAVYA | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 51 | GUDDETI RAKSHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 52 | GUDI AKSHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 53 | GUDIKANDULA RACHANA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 54 | GUGGILLA LIKHITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 55 | GUGULOTH RAJITHA | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 56 | GUNDETI ASRITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 57 | GUNTUPALLY SHIVANI | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 58 | ITIKA PAVANI | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 59 | JANGILI RAVALI | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 60 | JANNU RAKSHANA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 61 | JILLELLA MAMATHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 62 | JUNNUTHULA ADHWAITHA | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 63 | KALAKOTLA SADANA | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 88 | MOHAMMAD NEHA FATHI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 89 | MORE SRAVYA | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 90 | MUDDAMALLA SRUTHI | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 91 | MUDIMADUGULA SRIDEVI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 92 | MUNIGALA DEEPIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 93 | MYSA USHARANI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 94 | NAGULA MANJULA | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 95 | NALLA RUTH | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 96 | NAMINDLA SREETEJA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 97 | NANNEBOINA GEETHANJA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 98 | NERELLA SAI SREE | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 99 | NETHAVATH SRILATHA | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| A | NUNAVATH RUKMINI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 101 | ORUGANTI AKHILA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 102 | ORUGANTI BHAVANA | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 103 | ORUGANTI VYSHNAVI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 104 | PAGADALA SINDHU | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 105 | PANJALA SRAVYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 106 | PANJALA VEDA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 107 | PASHAM DEEPIKA | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 108 | PINNINTI SAHASRA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 109 | POLEBOINA VANI | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 110 | PONNAM MAHESHWARI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 111 | PUJARI NAVYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 112 | RADANDI ANJALI | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 113 | RANGU SRAVIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | A | P | P | P | P | P | P | P | P | P | P | P |
| 114 | RASALA AKHILA | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 115 | RASALA UMA | A | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 116 | SADHANABOINA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 117 | SAJIDA BANU | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 118 | SAMANI ANUSHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 119 | SAMPETA RENUKA | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 120 | SANIKINENI TEJASRI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 121 | SHIVARATHRI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 122 | SRIRAMOJU SHIVANI | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 123 | TAYYABA ANJUM | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 124 | THATIKAYALA | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 125 | THATIPALLI AKHILA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 126 | THATI TEJASHWINI | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 127 | THAVITI RANI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 128 | UDUTHA MOUNIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 129 | USHASHWINI BANDI | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 130 | VANGAPELLI | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 131 | VANKUDOTHU | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 132 | VASUKULA HARIKA | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 133 | YELLABOINA RAMA | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 134 | YENDLURE | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |

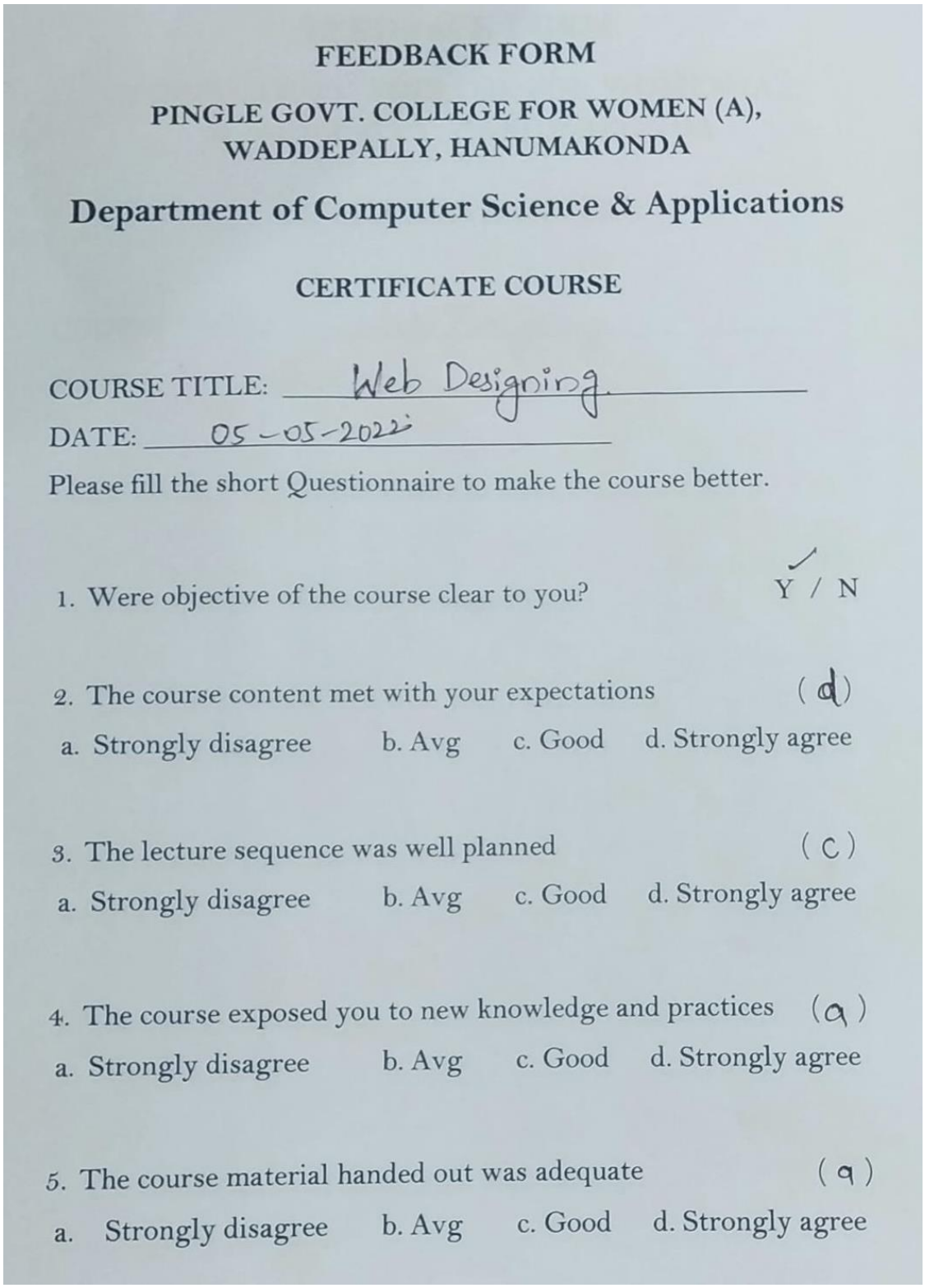
## HANDS ON PRACTICE:


RUSA COMPONENT II 2019

# Practice Questions

1. Program using basic text formatting tags, <p>, <br>, <pre>, <i>,<b> etc.,
2. Program using different heading tags (<h1>,<h2>, etc.)
3. HTML program to display different lists.
4. HTML program using marquee tag
5. HTML program to create tables
6. HTML program to create tables using rowspan and colspan.
7. HTML program using frames
8. HTML program using frameset.
9. Create hyper links
10. HTML program to inset images.
11. HTML program using form tag
12. HTML program using form elements.
13. HTML program using nested lists
14. HTML program using inline CSS
15. HTML program using external CSS
16. HTML program using fonts and styles
17. HTML program using selectors
18. HTML program using Table border styles
19. HTML program using filters
20. HTML program using transitions

## FEEDBACK:



**FEEDBACK FORM**

**PINGLE GOVT. COLLEGE FOR WOMEN (A),**
**WADDEPALLY, HANUMAKONDA**

**Department of Computer Science & Applications**

**CERTIFICATE COURSE**

COURSE TITLE: Web Designing.

DATE: 05-05-2022

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? ✓ Y / N

2. The course content met with your expectations (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

3. The lecture sequence was well planned (c)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

4. The course exposed you to new knowledge and practices (a)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

5. The course material handed out was adequate (a)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

# FEEDBACK FORM

## PINGLE GOVT. COLLEGE FOR WOMEN (A), WADDEPALLY, HANUMAKONDA

## CERTIFICATE COURSE

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a. Strongly disagree b. Avg c. Good d. Strongly agree

5. The course material handed out was adequate (d)

a. Strongly disagree b. Avg c. Good d. Strongly agree

# CERTIFICATE

PINGLE GOVT. COLLEGE FOR WOMEN(A)

WADDEPALLY, HANUMAKONDA

(Accredited by NAAC with 'A' Grade & An ISO 9001-2015 certified college)

*(Affiliated to Kakatiya University)*

## CERTIFICATE

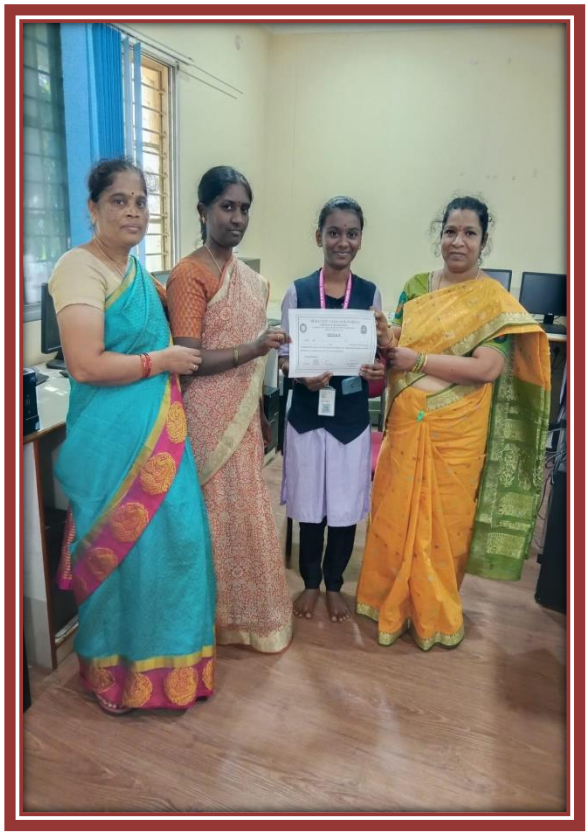
Certified that ....., D/o..... of ..... .course ..... Participated in Certificate course "**WEB DESIGNING" from 07-04-2022** to **05-05-2022**conducted by the **Department of Computer Science & Applications** and completed successfully. This is a token of appreciation.

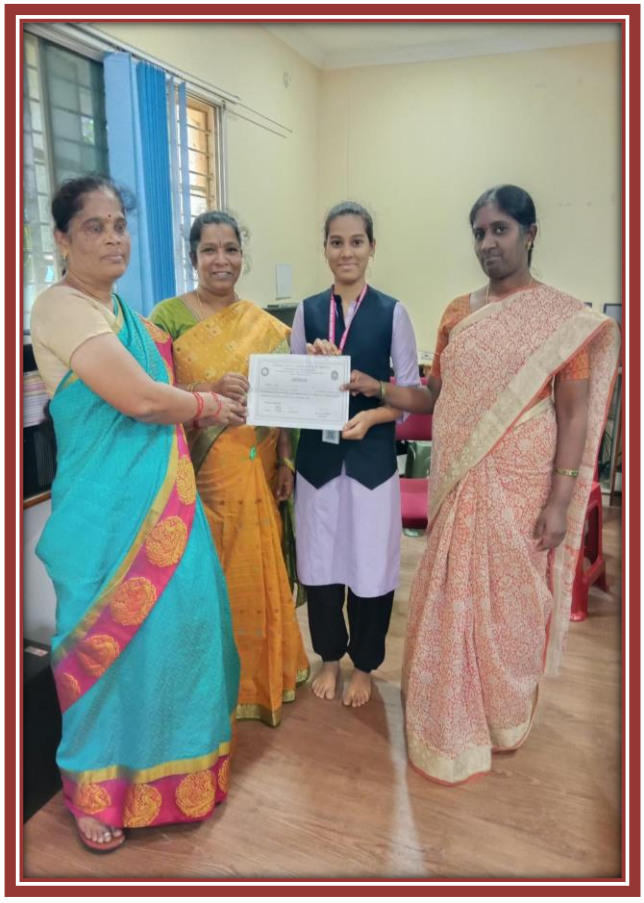
**Course coordinators**

T.Aruna P.Prathibha B.Swarnalatha

**Dr. G. RAJA REDDY**

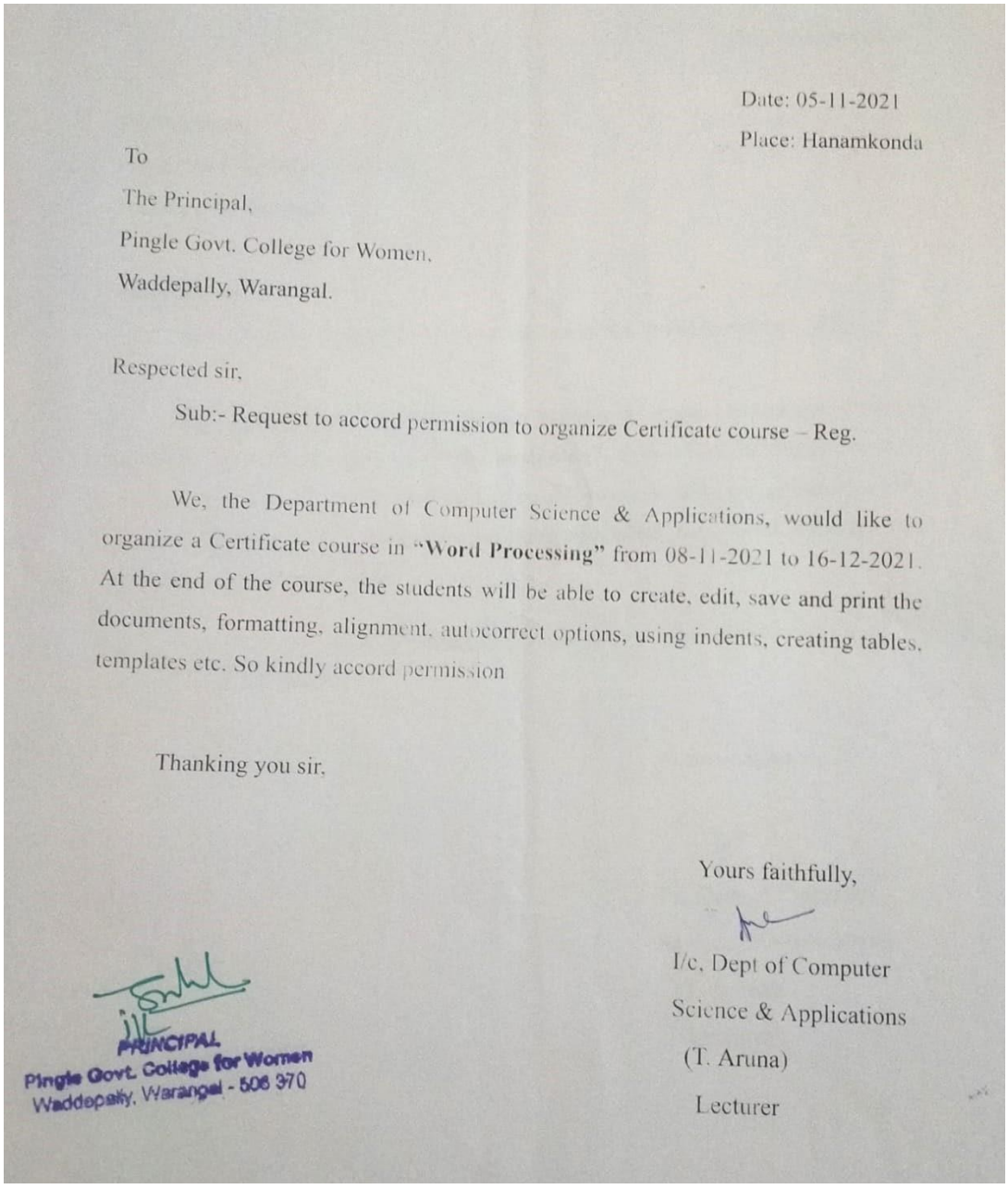
**PRINCIPAL**





# Course Name: WORD PROCESSING

NOTICE



Date: 05-11-2021

Place: Hanamkonda

To

The Principal,

Pingle Govt. College for Women,

Waddepally, Warangal.

Respected sir,

Sub:- Request to accord permission to organize Certificate course – Reg.

We, the Department of Computer Science & Applications, would like to organize a Certificate course in **"Word Processing"** from 08-11-2021 to 16-12-2021. At the end of the course, the students will be able to create, edit, save and print the documents, formatting, alignment, autocorrect options, using indents, creating tables, templates etc. So kindly accord permission

Thanking you sir,

Yours faithfully,

I/c, Dept of Computer

Science & Applications

(T. Aruna)

Lecturer

PRINCIPAL
Pingle Govt. College for Women
Waddepally, Warangal - 506 370

# BROCHURE:

## ABOUT THE COLLEGE

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has an illustrious and developmental history. It started with pre-university courses in Arts, Commerce and Science in the building donated by Pingle family in 1965. Since then It witnessed continuous and consistent development in expanding the courses, At present college is providing 17 U.G. and 10 P.G. courses and Certificate courses and one Add on Course, sponsored by UGC in Diploma in Front Office Management

## About the Department

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has introduced the computer courses in the year 1998 with B.Sc. Mathematics, Physics and Computer science combination. In the immediate successive year, i.e., (1998 - 1999) Computer course with B.A and B.Com classes also were introduced. Since then there has been a study and evident development of the department. Currently the courses are B.Sc. (Phy. Sci.) with MPCS, MCCS, MSCS, B.Com (CA) and BSC (Life Sci. with CS) & with new courses B.Sc. Data Science, BCA and M.Sc. Computer Science.

## About the Course

**"Word Processing"** certificate course will be held at Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda on 8th November, 2021. The aim of this course is, Word processing software is designed to allow users to manipulate and design text. Word processing is the writing, manipulating, and storing of textual material in a com- puterized medium, and it is a tool that has become a vital everyday function in class- rooms, offices, and homes.

**VENUE: Room No. 63, Computer Lab**

**CERTIFICATE COURSE**
**ON**
**"Word Processing"**
On
8th November, 2021

Organized by
Department of Computer Science and Applications

PINGLE GOVERNMENT COLLEGE FOR WOMEN
(AUTONOMOUS)
WADDEPALLY, HANAMKONDA
**(Accredited with 'A' Grade by NAAC)**

## Objectives:

If you do well in this unit, you should be able to:

- Indicate the names and functions of the Word interface components.
- Create, edit, save, and print documents to include documents with lists and tables.
- Format text and to use styles.
- Add a header and footer to a document.
- Add a footnote to a document.
- Add a graphic to a document.
- Use the Spelling and Grammar Checker as well as Microsoft Help.
- Manipulate documents using functions such as find and replace; cut, copy, replace.

## Course Outcomes:

At the end of the course, the students will be able to:

- Identify the various elements on the word screen.
- Describe the different types of views.
- Analyze the components of backstage view of word.
- Describe how to use non-printing characters and line spacing
- Indicate ways of saving a document.
- Indicate various Auto Correct options.
- Indicate ways of formatting characters in a document
- Describe the alignment options.
- Identify the various types of Indents.
- Outline the major tab options

# Syllabus

Unit 1: Getting Started with Microsoft Word

In this unit, we discuss the basic on-screen elements of Microsoft Word. We explore the toolbars, menus, commands, and taskbars. Toolbars and menus are located at the top of the screen and list options that allow you to insert, view, or change the layout of a document. Each menu option lists different commands that let you format, save, and print documents. We also discuss the Quick Access Toolbar and learn how to add and delete commands.

Creating And Opening Documents - Saving And Sharing Documents - Text Basics - Page Layout - Printing Documents -Inserting pictures - Editing images - cropping images - adding text on images

Unit 2: Creating and Formatting Documents

In this unit, we explore how to use Microsoft Word to create new documents and documents based on templates. We review the different commands used to format documents, and introduce options for saving and printing documents. This will help you learn as you practice creating and formatting documents.

Formatting Text - Indents and tabs - Line and paragraph spacing - Lists - Hyperlinks - breaks - Columns - Headers, footers, and page numbers - Inserting Tables - Modifying Tables - Formatting Tables - Converting Text to Tables

## Schedule:

| S.No. | Date | Topic | Lecture by |
|---|---|---|---|
| 1 | 08-11-2021 | Inaugural session, creating and opening documents | P.Prathibha |
| 2 | 09-11-2021 | Saving and Sharing documents | P.Prathibha |
| 3 | 10-11-2021 | Text basics, Formatting Text | P.Prathibha |
| 4 | 11-11-2021 | Page layout | P.Prathibha |
| 5 | 12-11-2021 | Printing Documents | P.Prathibha |
| 6 | 15-11-2021 | Indents and tabs | P.Prathibha |
| 7 | 16-11-2021 | Line and paragraph spacing | B.Swarnalatha |
| 8 | 17-11-2021 | Lists | B.Swarnalatha |
| 9 | 18-11-2021 | Hyperlinks | B.Swarnalatha |
| 10 | 20-11-2021 | breaks | B.Swarnalatha |
| 11 | 22-11-2021 | Column | B.Swarnalatha |
| 12 | 23-11-2021 | Headers, footers, and page numbers | B.Swarnalatha |
| 13 | 24-11-2021 | Inserting Tables | B.Swarnalatha |
| 14 | 25-11-2021 | Modifying Tables | T.Aruna |
| 15 | 26-11-2021 | Formatting Tables | T.Aruna |
| 16 | 27-11-2021 | Converting Text to Tables | T.Aruna |
| 17 | 29-11-2021 | Inserting pictures | T.Aruna |
| 18 | 30-11-2021 | Editing & cropping images | T.Aruna |
| 19 | 01-12-2021 | adding text on images | T.Aruna |
| 20 | 02-12-2021 | page setting | T.Aruna |
| 21 | 06-12-2021 | Macros | T.Aruna |
| 21 | 07-12-2021 | Mail merge | T.Aruna |
| 23 | 02-12-2021 | Mail merge | T.Aruna |
| 24 | 08-12-2021 | Templates | P.Prathibha |
| 25 | 09-12-2021 | Inserting objects | P.Prathibha |
| 26 | 10-12-2021 | Page designing | P.Prathibha |
| 27 | 13-12-2021 | Formatting pictures | P.Prathibha |
| 28 | 14-12-2021 | Table designing | B.Swarnalatha |
| 29 | 15-12-2021 | Sorting | B.Swarnalatha |
| 30 | 16-12-2021 | Formulas | B.Swarnalatha |

**HANDS ON PRACTICE:**

# Attendance

| S.No | Student Name | 08-11-2021 | 09-11-2021 | 10-11-2021 | 11-11-2021 | 12-11-2021 | 15-11-2021 | 16-11-2021 | 17-11-2021 | 18-11-2021 | 20-11-2021 | 22-11-2021 | 23-11-2021 | 24-11-2021 | 25-11-2021 | 26-11-2021 | 27-11-2021 | 29-11-2021 | 30-11-2021 | 01-12-2021 | 02-12-2021 | 06-12-2021 | 07-12-2021 | 07-12-2021 | 02-12-2021 | 08-12-2021 | 09-12-2021 | 10-12-2021 | 13-12-2021 | 14-12-2021 | 15-12-2021 | 16-12-2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | GATIKE SUVARNA | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 2 | GUNTUKU SRUTHI | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 3 | MOHAMMAD NISHMABHANU | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 4 | PABBA SINDHUJA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 5 | VANKUDOTH ANJALI | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 6 | ABBURAVENI MOUNIKA | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 7 | ADUNURI RAMYA | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 8 | ANANDAS SRINIKITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 9 | ASRA FIRDOSE | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 10 | BAIRI SRIVALLI | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 11 | BAKKERA SOUMYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 12 | BALNE SAI CHANDRIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 13 | BANDI MALLESHWARI | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 14 | BANOTH NAVYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 15 | BHUKYA SHIREESHA | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 16 | BHUPATHI KEERTHI | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 17 | BINGI AKHILA | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 18 | BITLA LAXMISWABHANU | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 19 | BOJJU HARPITHA | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 20 | BOLLAVENA PRATHYUSHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 21 | BONTHA BHUMIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 22 | CHIDURALA NIHARIKA MAHENDER | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 23 | DASARI RAMYA | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P |
| 24 | DEVARAKONDA RAJITHA | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P |
| 25 | GAMPALA VARSHITHA | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 26 | GANGULA SRILEKHA | P | P | P | P | A | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 27 | GATTU AKSHAYA | P | P | A | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 28 | GOGU RASHWITHA VIDHYA | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 29 | GUGULOTHU KAVITHA | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 30 | GUGULOTHU PRAMEELA | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 31 | GUGULOTHU SRICHAKRA | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 32 | GUJJETI AKANKSHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P |
| 33 | ILONI ABHITHA | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 34 | JAMMULA SRAVANI | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 35 | JATOTH NANDINI | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P |
| 36 | JOGA JYOTHI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 37 | JOGU PAVANI | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 38 | KADEM SARITHA | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 39 | KAGITHALA SCHRAWYAA | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 40 | KAMMAM KALYANI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 41 | KASTHURI ASHWITHA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 42 | KATHRI SHIREESHA | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 43 | KONGURI ABHINAYA | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 44 | KORUKOPPULA DEEPIKA | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 45 | KOYYADA PAVANI | P | P | P | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 46 | LAKA RACHANA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | A | P | P | P | P |
| 47 | LAKAVATH ANUSHA | P | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P |
| 48 | MADAKA MOUNIKA | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 49 | MALOTHU MANISHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 50 | MOLLETI KUSUMA | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P |
| 51 | MUDDARABOINA SANDHYA RANI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P |
| 52 | MUGALA POOJITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P |
| 53 | MUNIGELA RADHIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | A | P | P |
| 54 | NALGOORI MANEESHA | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 55 | NARABOINA ANURADHA | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 56 | NERELLA VARSHA | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 57 | PADIYA SANGEETHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P |
| 58 | PALLE KAVYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P |
| 59 | PENCHIKALA MOUNIKA | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 60 | PERUMANDLA POOJITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 61 | PIDUGU SANGEETHA | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 62 | POLAM ASHWITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 63 | POTHUGANTI KEERTHI | P | P | P | P | P | A | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 64 | PUJARI POOJITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 65 | RAI KEERTHI PRIYA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P |
| 66 | REDDABOINA RADHIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 67 | SAMANU AKHILA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P |
| 68 | SHADA AMULYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | A | P | A | P | P |
| 69 | SHANIGARAPU PRATHYUSHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 70 | SUNKARI NAVYA | P | P | P | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 71 | TUSSE SHIRISHA | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 72 | TUSSE VISHESHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 73 | UMMAGANI SHRAVANI | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 74 | UNDRATHI DIVYA | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 75 | VADDEPALLY MAHESHWARI | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 76 | VAJJA SADESHWARI | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 77 | VANGALA ASHWINI | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 78 | VEERABOINA JYOTHI | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 79 | BODDU SRIVENI | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 80 | ELLAKULA ASHWITHA PATEL | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 81 | ELPULA MOUNIKA | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 82 | GONELA DIVYA | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 83 | KANCHAM DIVYA | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P |
| 84 | NERELLA PUNYASRI | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 85 | PADIGA ASHWINI | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | A | P | P | P |
| 86 | PARLAPELLI SPANDANA | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 87 | SADHIRAM KEERTHANA | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 88 | SAMBOJI ANJALI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 89 | AKULA SHILPA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 90 | ARUKULA DEEPIKA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 91 | CHINTHALA SWATHI | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 92 | CHITTIPOTHULA DEEPTHI | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 93 | DASARI VENKATARAMANA | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 94 | DEPAKA SIRISHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 95 | GANDHASIRI RAMYA | P | P | P | P | P | P | P | A | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 96 | GORITYALA THRISHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P |
| 97 | GUDURU UJWALA | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P |
| 98 | GUJJETI SAMATHA | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 99 | GYARA ASHWINI | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 100 | JAKANI NAVYA | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P |
| 101 | KALLEBOINA CHANDANA | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 102 | KANTHALA ASHWINI | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P |
| 103 | KARUPAKALA RAVALI | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 104 | KAVATI POOJITHA | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 105 | KOMMURAJU NAVYA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 106 | KONDA NAVYA | P | P | P | P | P | A | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 107 | LODEM SUMATHI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 108 | MANTHURTHY SRAVANI | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 109 | MATTAPALLY SANDHYA | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | P |
| 110 | MERUGU SOUMYA | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 111 | MOTHUKURI THANUJA | P | P | P | P | P | A | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 112 | NITTURI SOUMYA | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 113 | ODELA RAVALI | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P |
| 114 | PALLAVENI ANITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P |
| 115 | PALLAVENI ANKITHA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 116 | PERUMANDLA KAVERI | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P |
| 117 | PUTTA MANASA | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 118 | RACHARLA PRAVALIKA | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P |
| 119 | RAVULA MANASA | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 120 | SHAIK MAIMUNA | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 121 | SHANIGARAPU NIKHITHA | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | A |
| 122 | THIRUKKOLURU MAHESHWARI | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P |

# Practice Questions

1. Prepare your own Curriculum Vitae (CV)
2. Poster making
3. Formatting options in worddocument1
4. Table with students details
5. Table of Contents (Only table of contents page to be printed)
6. Select your document by using select all option and change the font size of your document.
   - Underline the “Microsoft –word” using underline option.
   - Draw a line through the middle of the selected text using strike through option.
   - Create small number below the text baseline of the word “Multi-Tool” using subscript ( ctrl+=)

     Eg:- Multi-Tool$_1$

**FEEDBACK**:

## FEEDBACK FORM

PINGLE GOVT. COLLEGE FOR WOMEN (A),
WADDEPALLY, HANUMAKONDA

## CERTIFICATE COURSE

COURSE TITLE: WORD PROCESSING

DATE: 16-12-2021

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? Y / N

2. The course content met with your expectations (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

3. The lecture sequence was well planned (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

4. The course exposed you to new knowledge and practices (c)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

5. The course material handed out was adequate (d)
   a. Strongly disagree b. Avg c. Good d. Strongly agree

**FEEDBACK FORM**

PINGLE GOVT. COLLEGE FOR WOMEN (A), WADDEPALLY, HANUMAKONDA

**CERTIFICATE COURSE**

COURSE TITLE: Word Processing

DATE: 15-12-2021

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? Y ✓ / N

2. The course content met with your expectations (c)

a. Strongly disagree b. Avg c. Good d. Strongly agree

3. The lecture sequence was well planned (d)

a. Strongly disagree b. Avg c. Good d. Strongly agree

4. The course exposed you to new knowledge and practices (d)

a. Strongly disagree b. Avg c. Good d. Strongly agree

5. The course material handed out was adequate (c)

a. Strongly disagree b. Avg c. Good d. Strongly agree

**CERTIFICATE**:

# PINGLE GOVT. COLLEGE FOR WOMEN(A)

WADDEPALLY, HANUMAKONDA

(Accredited by NAAC with 'A' Grade & An ISO 9001-2015 certified college)

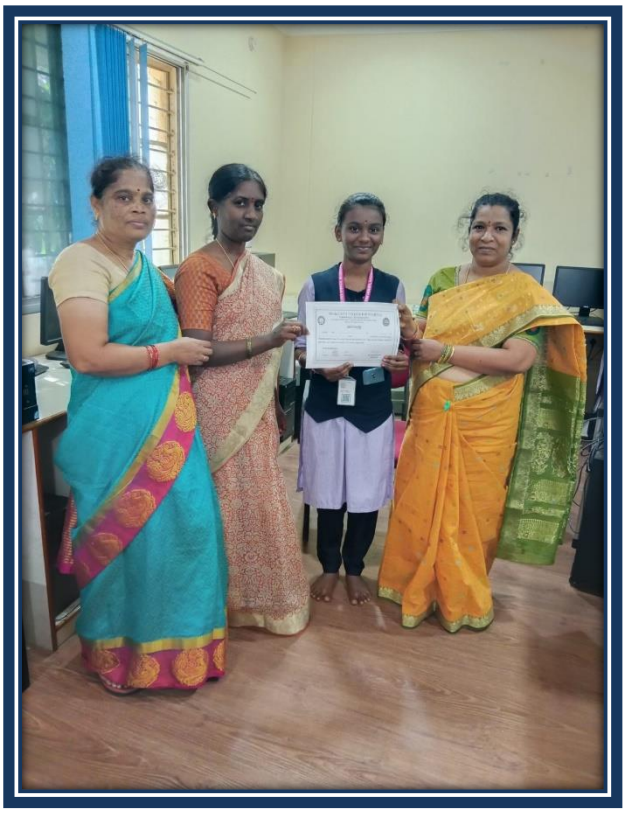
*(Affiliated to Kakatiya University)*

## CERTIFICATE

Certified that ....., D/o..... of ..... course ..... Participated in Certificate course "**WORD PROCESSING**" **from 08-11-2021** to **16-12-2021**conducted by the **Department of Computer Science & Applications** and completed successfully. This is a token of appreciation.

**Course coordinators**

T.Aruna P.Prathibha B.Swarnalatha

**Dr. G. RAJA REDDY**

**PRINCIPAL**